

Faculty of Environment, Department of Geography and Environmental Management  
University of Waterloo

## **GEOG 452**

### **Resource Management Project**

Winter Term 2019  
Mondays, 11:30-2:30, RCH 212

**Course Instructor:**

Johanna Wandel

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**Office Hours:** Thursdays 1-2p.m.

#### **Course Description**

Concepts and techniques of resources management are applied to the study of a current resource or environmental management issue. The emphasis in this course is on a mock consulting experience to prepare you for the demands of fast-paced team environments where you produce reports for specific clients.

#### **Course Objectives**

1. To apply your current skills to a consulting project experience and develop the skills and language necessary for working in a consulting environment.
2. To increase your ability to productively work within a group setting while maintaining appropriate professionalism.
3. To gain insight into particular resource management problems.

#### **Course Organisation:**

This course is designed around a consulting project in resource management. Course participants will gain familiarity with and enhance skills with the full range of activities associated with professional consulting in the resource management field, including Requests for Proposals, Letters of Intent, Project Proposals, Team-based Research, Presentations, Project Evaluation and Briefing Notes. Grading is based on ability

#### **Course Evaluation**

Your final mark will be determined on the basis of individual and group work. A key part of the evaluation will be how well you met the client's stated needs – this is not a traditional "research" project where you set your own questions, rather, design consulting work to meet specific deliverables on tight deadlines.

**Individual marks (45% of grade):**

Letters of Intent	10%
Briefing Note	15%
Professionalism	20%

**Group Marks (55% of grade, Subject to Calibration)**

Formal Project Proposal	15%
Final Project Report	25%
Project Presentation	15%

**Late Penalty:** As this course focuses on consulting, where “late” is not an option, a late penalty of a full grade (10%) will be applied on a 24 hour rolling clock, including weekends.

**A Note About Group Work**

A key part of both applied project environments is team work. Often, we are assigned to project teams we may not choose ourselves, and are challenged by interpersonal dynamics, finding the right fit for individual skills, and bringing individual work together to produce a coherent project. This course will challenge you to develop and apply team skills. Assessment will be calibrated based on confidential peer evaluations.

**Learning Modes**

This course is designed as a projects course, and the emphasis is on independent/group learning about the consulting process. There are very few traditional “lectures” as instructor-delivered content focuses on introducing the resource management issues and the process surrounding the project.

**Course Schedule**

*Italic underline indicates new content is taught this week – this means a formal class.*

Week 1 (Jan 7)*	<u><i>Introduction, Course Overview, The Consulting Process, RFPs, Letters of Intent</i></u>
Week 2 (Jan. 14)*	<u><i>Introduction to the Research Topics</i></u>
Week 3 (Jan. 21)	<b>Letters of Intent Due! (online)</b>
Week 4 (Jan. 28)*	Letters of Intent Returned, Groups Assigned, <u><i>Proposal Writing</i></u>
Week 5 (Feb. 4)	<b>Proposals due! (online)</b> No formal class.
Week 6 (Feb. 11)*	Proposal feedback (required group meetings with Instructor)
Week 7 (Feb. 18)	Reading Week (no class)
Week 7 (Feb. 25)	No class - work on your project
Week 8 (Mar. 4)*	Mandatory group meetings with instructor to discuss progress
Week 9 (Mar. 11)*	<u><i>Final Project Reports; Evaluating projects and writing briefing notes,</i></u> Peer Evaluations issued
Week 10 (Mar. 18)*	Mandatory group meetings with instructor to discuss presentation
Week 11 (Mar. 25)*	<b>Final Project Presentations</b>
Week 12 (Apr. 1)	<b>Final Project Report due!</b>

**Briefing Notes are due (online) Monday, April 8.**

**Peer Evaluations are due (online) Tuesday, April 2.**

**All due dates are at 11:59 p.m. on the date noted. All submissions are electronic, via the relevant dropbox on UW Learn.**

**Returning Assignments and Unclaimed Assignments:** All feedback will be electronic, plus in-person feedback for the proposal assignment.

\*indicates formal class meetings (attendance is mandatory)

**A note on contact hours:**

*The instructor will be available every Mondays of the term from 11:30-2:20 – even if no formal class is scheduled – **except Feb. 18 (Family Day)**. Additionally, students are welcome to drop in without appointment during regular office hours (Thursdays, 1-2). If other meet times are necessary, please make an appointment.*

**Academic integrity:** In order to maintain a culture of academic integrity, members of the University of Waterloo community are expected to promote honesty, trust, fairness, respect and responsibility. [Check [the Office of Academic Integrity](#) for more information.]

**Grievance:** A student who believes that a decision affecting some aspect of his/her university life has been unfair or unreasonable may have grounds for initiating a grievance. Read [Policy 70, Student Petitions and Grievances, Section 4](#). When in doubt, please be certain to contact the department's administrative assistant who will provide further assistance.

**Discipline:** A student is expected to know what constitutes academic integrity to avoid committing an academic offence, and to take responsibility for his/her actions. [Check [the Office of Academic Integrity](#) for more information.] A student who is unsure whether an action constitutes an offence, or who needs help in learning how to avoid offences (e.g., plagiarism, cheating) or about "rules" for group work/collaboration should seek guidance from the course instructor, academic advisor, or the undergraduate associate dean. For information on categories of offences and types of penalties, students should refer to [Policy 71, Student Discipline](#). For typical penalties, check [Guidelines for the Assessment of Penalties](#).

**Appeals:** A decision made or penalty imposed under [Policy 70, Student Petitions and Grievances](#) (other than a petition) or [Policy 71, Student Discipline](#) may be appealed if there is a ground. A student who believes he/she has a ground for an appeal should refer to [Policy 72, Student Appeals](#).

**Note for students with disabilities:** [AccessAbility Services](#), located in Needles Hall, Room 1401, collaborates with all academic departments to arrange appropriate accommodations for students with disabilities without compromising the academic integrity of the curriculum. If you require academic accommodations to lessen the impact of your disability, please register with AccessAbility Services at the beginning of each academic term.

**Turnitin.com:** Text matching software (Turnitin®) may be used to screen assignments in this course. Turnitin® is used to verify that all materials and sources in assignments are documented. Students' submissions are stored on a U.S. server, therefore students must be given an alternative (e.g., scaffolded assignment or annotated bibliography), if they are concerned about their privacy and/or security. Students will be given due notice, in the first week of the term and/or at the time assignment details are provided, about arrangements and alternatives for the use of Turnitin in this course.

It is the responsibility of the student to notify the instructor if they, in the first week of term or at the time assignment details are provided, wish to submit alternate assignment.